



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोची - 682016  
Coir House, M.G. Road, Kochi - 682016  
तार/ Gram : COIR BOARD  
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788  
फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल/ E-mail : coir@md2.vsnl.net.in  
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

No: I-21015/2/2015-O/o MPO

22/08/2016

## TENDER NOTICE

Sealed competitive bids, under two bid system, are invited for executing the work of taking photo shoots of Coir products and its applications, Coir processing machinery etc. for the use of Coir Board for publicity purposes. Interested and experienced parties may submit their bids to the undersigned at the above address on or before 3.00pm on **20.09.2016** The technical bids will be opened on the same day at 3.30pm at Coir Board Office, Kochi-16. Extension of time limit for submission of bids, addendum, modifications etc. to this notice will not be published in newspapers and instead posted in the website only. All concerned may therefore regularly visit the website for updated information.

For further details, manner of submission of bids, terms and conditions etc please visit Coir Board website [www.coirboard.gov.in](http://www.coirboard.gov.in) or contact Publicity Officer (Ph.Nos.0484-2351900) during office hours.

The undersigned reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

Sd/-

Secretary



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## **Quotations for photo shoot of Coir Products , Machineries etc**

Coir Board invites sealed competitive quotations under two bid systems (ie., technical bid & price bid) for execution of the work taking Photo shoots of Coir Products and their applications, Machinery etc.

Still photos of superior quality and high resolution should be taken engaging an industrial photographer having proven experience in the field. The photographer should have done similar works of leading corporate, Private, Govt. institutions. The photo shoots will have to be taken at the Boards HQ, Research Centers at Alappuzha and Bangalore and selected fields at Pollachi, Tamil Nadu etc. A minimum of 70 high resolution photos of products, machineries etc., should be taken and provided to the Coir Board, so to enable the Board to bring out high quality brochures, leaflets and other printed material. The technical bid for the photo shoot shall comprise of the profile of the agency, the credentials available, the annual volume of work handled in financial terms, the infrastructure available for the work, experience with particular reference to work in respect of identical products, the camera using for the photo shoot, the grade / name of the photographer, his credentials and the details of important assignment / work done by him etc.

The item wise expenditure of the shoot should be furnished in the price bid as per the format given below:

1. Photography cost, including professional's charges per day.
2. Total no of days required
3. No of shots per day
4. Shoot logistics (Studio rent, lighting unit, food, travel and accommodation etc.) costs per day
5. Any other items of cost (Specify) total and per day.
6. Props and other art materials.
7. Charges per photo beyond 70 nos.

Quotes should be all inclusive and the total amount quoted shall be expressed in words and figures, taxes etc. should be indicated separately in the amount quoted.

The technical bid and price bid for photo shoot shall be put in separate sealed envelopes duly superscribed for eg: (“Technical bid for photo shoot of Coir Products / Price bid for photo shoot of Coir Products”). Both the technical bid and price bid have to be put in a single large cover superscribed “Quotation for Photo shoot for Coir Board”

### **General Terms.**

1. The invitation for Bids is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.

2. Coir Board reserves the right to withdraw this invitation of Bids if it determines that such action is in the best interest of the Board.
3. Timing and sequence of events resulting from this invitation shall ultimately be determined by Coir Board.
4. The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this invitation of Bids or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
5. Applicants, who are found to canvass, influence or attempt to influence in any manner the qualification or selection process shall be disqualified from the process at any stage.
6. By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
7. The bidders' proposals in the bid document will be evaluated as per the requirements specified in the invitation of Bids and adopting the qualification criteria spelt out in this invitation.
8. Coir Board reserves the right to short list the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the price bids. Submission of more than one bid by the same party will be a disqualification.
9. The rates quoted should be all inclusive and price bids with conditional discounts will not be entertained. The price quote should be expressed in words and figures. Correction / overwriting etc. have to be avoided. Bids submitted through fax, e-mail etc. will not be accepted.
10. Deduction of taxes / levies as applicable from time to time will be made at source by the Board while releasing payment.
11. The selected agency will have to enter into an agreement in stamp paper worth Rs. 200/- and sign an integrity pact with Coir Board. Further, the agency selected for award of the work will have to deposit performance guarantee equal to 5% of the total consideration payable for the work.
12. A pre-bid meeting will be held at Coir Board Head Quarters, Kochi at 3.00 pm on.....for providing clarifications/additional information to the intending bidders.
13. All the inner and outer covers containing the bids should be sealed with the address of the sender and recipient mentioned.
14. Bidder should not have been blacklisted by Departments / Ministries of the Govt. of India or PSUs for which Declaration has to be submitted.
15. The EMD will be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid and / or on submission of false documents / undertaking.
16. A bid received without EMD shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
17. Bid will be rejected and returned to the bidder, if EMD is found to be of lesser amount or EMD is not submitted in the manner prescribed therefore.
18. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
19. The EMD of the unsuccessful bidder will be returned to them within 7 days after finalization and award of the tender without any interest.
20. Conditional tenders and tenders with conditional offers will summarily be rejected.
21. The bidders will have the right to raise questions on the tender process/ tender papers.

22. The terms and conditions in this bid document and to contract will be interpreted in Indian Laws and will be subject to Jurisdiction of Courts at Kochi, Kerala.

For any further clarification/details required contact Coir Board, Coir House, M.G Road, Cochin, Phone No: 0484-2351900 during office hours on wall working days.

The quotations indicating all inclusive rates (separate sealed covers) should accompany a DD /Bank guarantee /FDR towards EMD of Rs.10,000/- drawn on any scheduled commercial bank in favour of Secretary, Coir Board payable at Ernakulum. The DD should be enclosed in the envelope of technical bid. The last date of receipt of quotations at the office of the undersigned will be at 3.00pm on **20.09.2016**. The technical bids will be opened on the same day at 3.30pm in the presence of bidders in any. More details can be had from the Board's office during working hours, Ph:0484-2351900. The price bids will be open on a date after evaluation of the technical bids and presentation before the duly appointed committee short listing of bids.

The Secretary, Coir Board reserves the right to accept or reject any quotations without assigning any reason whatsoever.

S E C R E T A R Y